

Job Title: CIVIL ENGINEER VI - MAINTENANCE CONTRACTS ENGINEER - IPR#46102

Agency : Department of Transportation

Closing Date/Time: 11/02/2022

Salary: \$7,085 - \$11,020 Monthly

Job Type: Salaried Full Time

County: Cook

Number of Vacancies: 1

Plan/BU: NR916 - Protech Teamsters

This position is a union position; therefore, provisions of the relevant collective bargaining agreement/labor contract apply to the filling of this position.

All applicants who want to be considered for this position MUST apply electronically through the illinois.jobs2web.com website. State of Illinois employees should click the link near the top left to apply through the SuccessFactors employee career portal.

Applications submitted via email or any paper manner (mail, fax, hand delivery) will not be considered.

***This position is covered by the Revolving Door Prohibition Policy.**

Agency Mission Statement:

The Illinois Department of Transportation is seeking to hire a Maintenance Contracts Engineer.

The IDOT team works diligently to provide safe, cost-effective transportation for Illinois in ways that enhance quality of life, promote economic prosperity and protect our environment. We are problem solvers and leaders, constantly searching for innovations and improvements in support of our commitment to providing the best multimodal transportation system for Illinois.

Our team fosters a culture of inclusivity. We value diversity and hold ourselves to the highest ethical standards as we work together for a common purpose. Team members frequently collaborate with colleagues and others outside the department to best meet customer needs.

The department offers extensive training and career advancement opportunities. Employees also receive a robust benefit package including:

- Monday-Friday work schedule
- Flexible work schedules are available in many program areas.
- Health, Life, Vision, and Dental Insurance
- Pension Plan
- (10) Weeks paid Maternity/Paternity Leave
- Deferred Compensation Program and other pre-tax benefit programs (Medical/Daycare)
- Employees earn (12) paid Sick Days annually.
- New Employees earn (10) paid Vacation Days their first year of service and can earn up to (25) paid Vacation Days annually.
- Employees earn (3) paid Personal Days annually.
- (13-14) paid holidays annually (based on start date)
- Tuition Reimbursement

We invite qualified applicants to apply to become part of our team. We are confident that you will take pride in serving Illinois and its residents and visitors.

Job Responsibilities

This position is accountable for directing and coordinating the design, plan preparation and construction supervision of formal maintenance and other repair projects; which includes bridge deficiencies, bituminous resurfacing and roadside development projects to ensure quality and timely letting, engineering effectiveness and satisfactory construction.

Subordinate Personnel:	2 Direct; 15 – 24 Indirect
Number of Projects Designed Annually:	30 – 50
Value of Projects Designed Annually:	\$25M – \$35M
Number of Construction Projects Supervised Annually:	10 – 15
Value of Construction Projects Supervised Annually:	\$10M – \$20M
Number of Project Plans Reviewed Annually:	300 – 500
Value of Project Plans Reviewed Annually:	Approx. \$500M

This position reports to the Bureau Chief of Maintenance. Reporting to this position are the Maintenance Construction Supervisor and the Roadside Development Architect.

This position is accountable for planning, scheduling, and completing contract maintenance plans; landscape plans; day labor plans; construction supervision; programming resurfacing plans; MCHD plans; district set-aside; supplemental appropriations; and emergency repair plans. The incumbent is confronted with a wide variety of design conditions that complicate the application of the appropriate design criteria and the development of such criteria in the absence of specific design policies and standards. Difficulties encountered in this position include developing innovative design criteria, preparing contract documents and providing construction supervision for a wide variety of maintenance construction projects. Maintenance construction projects include: regular and continuous reinforced concrete pavement patching; bituminous patching; tree removal; roadside development; highway beautification; district-wide sweeping; drainage and drainage structure improvements; bridge bearing repositioning or replacement; bridge deck patching and wearing surface replacement; bridge deck jacking and cribbing; the replacement of failed structural members; bridge handrail replacement; bridge expansion joint repairs; intermittent resurfacing; guardrail and fence repairs; bridge painting; curb and gutter repairs; crack and joint filling; and joint cutting.

(Job Responsibilities continued)

Typical problems encountered by this position include determining project scope, appropriate design criteria and the construction and quality control procedures; evaluating cost estimates; providing "on-site" engineering and appropriate responses to emergency situations; and preparing formal repair contracts with minimal survey data. Overcoming these problems requires extensive knowledge of construction and maintenance procedures and considerable technical ingenuity and inventiveness to perform the position with effectiveness and the promptness that it frequently demands.

The greatest challenges to this position are completing plans under extremely limited time constraints and directing the creation of detailed specifications that will serve as engineering guidelines for the Resident Engineer and Contractors in the completion of unique repairs.

The incumbent personally prepares a list of projects to be included in the maintenance construction and roadside development programs, giving consideration to available funds, urgency and how to best coordinate with projects included in the regular annual improvement programs; determines project scope; interprets policies and standards and develops new standards where no existing ones are applicable; checks field plans; establishes schedules; reviews work in progress to ensure that letting dates will be met and that adherence to applicable guidelines and standards are maintained; participates in solving more difficult engineering problems when encountered; advises consultants and local agencies on maintenance considerations regarding highway design and construction; and provides engineering input to the Maintenance Operations Managers.

The incumbent performs accountabilities through the following staff:

- Roadside Development Architect: is, with a staff of six to ten, responsible for preparing landscape plans and specifications for various district improvements. He/She supervises the construction of landscape items, the inspection of plant and other preservations, landscape planting and aesthetics.
- Maintenance Construction Supervisor: is, with a staff of six to seven, responsible for administering large district-wide formal contracts such as: expressway sweeping and arterial guardrail repair; expressway fence repair; pavement patching; roadside and highway beautification projects; and a variety of bridge repairs.

The incumbent performs duties within the constraints of the departments and the district's policies and priorities; however, a majority of the work is of a nature that requires innovative concepts and considerable engineering expertise. A wide latitude is necessary in the preparation of maintenance contract plans, specification and estimates.

(Job Responsibilities continued)

This position interacts with all other bureaus within the district but is most frequently in contact with the Bureau of Design, the Bureau of Programming and the Bureau of Construction. The Bureau of Design's staff coordinates design plan preparation, writes special provisions and prepares estimates for formal repair contracts from various state and district programs, such as, contract maintenance, MCHD, district set-aside, supplemental appropriation, and "SMART" resurfacing programs, together with the informal district Day Labor program. The incumbent resolves conflicts in scheduling and project limits with the Bureaus of Design and Programming; and meets with officials of other governmental agencies to resolve problems in joint projects.

The effectiveness of this position is measured by the accurate, timely, complete and economical preparation, and/or review of quality maintenance and other contract plans, specifications and estimates that ensure the elimination of anticipated or actual maintenance problems and the quality of completed construction.

Principal Accountabilities

1. Ensures the timely preparation plans, specifications, and estimates of cost for formal repair contracts and Day Labor Projects.
2. Administers district-wide formal Maintenance Contracts and ensures contractor compliance to the plans and specifications to obtain quality workmanship to the limits of the contract value.
3. Supervises the preparation of landscaping plans and specifications for all applicable district improvements; supervises construction of landscaping items and inspections of plant and other materials involved; prepares input to other bureaus regarding erosion control, rest areas, seeding, tree preservation, landscape planting, and aesthetics.
4. Provides input, reviews and follow-up of contract plans prepared by other agencies or bureaus.
5. Provides the counseling and training to improve the performance of subordinate technical staff.
6. Maintains liaison with other Bureaus and governmental agencies in the area of maintenance and roadside development matters.
7. Devises appropriate solutions to maintenance problems in the absence of specific guidelines and with consideration to resource constraints.
8. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
9. Performs other duties as assigned.

Qualifications

Position Requirements

- Education/Experience
 - Current registration as a Licensed Professional Engineer in the state of Illinois
 - Eight years of experience in civil engineering highway construction and/or maintenance, which includes the planning and supervision of significant engineering work
 - Three years supervising staff and managing engineering functions
- Valid driver's license

Position Desirables

- Extensive knowledge of the principles and practices of civil engineering with special emphasis on construction and maintenance procedures
- Ability to accurately prepare and review quality maintenance contract plans, specifications and estimates
- Ability to operate efficiently under extreme time constraints and deadlines
- Ability to display technical ingenuity and apply innovative concepts to responsibilities
- Excellent written and oral communication skills

Work Hours: 8:00 AM - 4:15 PM Monday-Friday (45-minute lunch)

Work Location: 201 Center Ct Schaumburg, IL 60196-3169

Office: Office of Highways Project Implementation/Region 1/District 1/Bureau of Maintenance

Agency Contact: DOT.CONTACTHR@ILLINOIS.GOV

Job Family: Transportation

APPLICATION INSTRUCTIONS

Use the "Apply" button at the top right or bottom right of this posting to begin the application process.

If you are not already signed in, you will be prompted to do so.

State employees should sign in to the career portal for State of Illinois employees – a link is available at the top left of the Illinois.jobs2web.com homepage in the blue ribbon.

Non-State employees should log in on the using the “View Profile” link in the top right of the [Illinois.jobs2web.com](https://illinois.jobs2web.com) homepage in the blue ribbon. If you have never before signed in, you will be prompted to create an account.

If you have questions about how to apply, please see the following resources:

State employees: Log in to the career portal for State employees and review the Internal Candidate Application Job Aid

Non-State employees: on [Illinois.jobs2web.com](https://illinois.jobs2web.com) – click “Application Procedures” in the footer of every page of the website.

The main form of communication will be through email. Please check your “junk mail”, “spam”, or “other” folder for communication(s) regarding any submitted application(s). You may receive emails from the following addresses:

- donotreply@SIL-P1.ns2cloud.com
- systems@SIL-P1.ns2cloud.com